R. S. IX-5]

Previous references.

Serial Nos. 1-8

(E. A. G.)

Later references.

E. A. G. 399 to 1-2
G. M. II of 33 881-2

P 65 E

D

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-8.

Part B for May 1918

SUBJECT.

Record Rules.

To The Secretary to Government P. W. D.

The Comptroller Mysore Government.

G. O. No 2293-4 E. A. G. 166 dated 23rd May 1918

Approved of the Record Rules for the Circle, Divisional and Sub-Division Offices of the P. W. Department.

W D 88—GPB—50,000—24-7-18

[illegible] 5/7/18

2

G.R.S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(E&AB)

NOTES.

File No. 24 of 14

FILE HEADING.

Rules for the destruction of records.

From

The Chief Engineer in Mysore

No. 5826 Dated 12-6-1915. Received 16-6-1915.

Diary No. 536	Enclos. nil. Spare Copies.	Serial No. 2.

BRIEF ABSTRACT OF LETTER.

States that a list of records to be retained or periodically destroyed has been drawn up and the portion relating to accounts has been sent to the Comptr. for opinion and on receipt of it, the entire list will be submitted to Govt. for approval.

NOTES AND ORDERS.

The Chief Engineer has framed a list on the lines of that issued by the Madras P.W. Deptt. and proposes to send it up on receipt from Comptroller to whom it has been sent for opinion regarding papers pertaining to account

NOTES—First Sheet.

GPB—30,000—12-8-11

Serial No.

matters. The Ch: Engr's further Comds will be awaited.

Submd
Secy
18/6.

Yes, at the end of the month

18/6

The Chief Engineer as P.W. Secy submits through this Branch, to the Dewan, draft G.O. issuing a set of instructions for the destruction of records in the P.W. Dept. Two lists, one for the office of the Chief Engr. & P.W. Secy and another for the Circle & Divisional offices are attached to the order. The lists have been drawn up in consultation with the Comptr: P.W. & Ry Branch and his suggestions incorporated in the orders. The periods adopted for temporary preservation are 1, 2, 3, 5, 7, 10 & 20 years. The lists have been made exhaustive with refce to similar lists in the Madras Govt.

As regards the records in the office of the Comptr: P.W. & Ry Branch, the Comptr: has in his letter No: 1899 dt 11.2.15 forwarded a copy of the set of rules and the lists framed by him in pursuance of Para 618 of the P.W. Code. These have been adopted from 1st July 1907.

Submd
Secy
17/11

Linked file No: 265/14-15 E.A

NOTE--Contn. sheet.

Serial No.

The following suggestions are offered with regard to the lists:-

(1) The periods for which different classes of papers are proposed to be preserved seem to be needlessly large. Greater uniformity could be secured if a few standard periods are adopted, as has been done by the Examiner of P.W. and Railway Accounts and all classes of papers are grouped thereunder. It really does not matter very much, if for instance, a paper is retained for 3 years instead of 2 or 10 years instead of 7. There is always an element of approximation and even one may say arbitrariness in the periods fixed, and the fewer they are, the greater the convenience to the record staff and supervising officers.

(2) The lists include several items which belong more appropriately to the Library than to the records. (E.G. Telegraph, Postal and Railway Guides and Census Reports). It is doubtful if an enumeration of these in the lists is necessary or useful.

(3) The lists also comprise several items which cannot be said to be of sufficient importance to require separate mention and regulation, e.g., appointments of persons over 25 years of age, sanctions to the making over or assumption of charge at other than Headquarters, transfer -

NOTE—Contn. sheet.

Serial No.

transfer reports of accountants, sanctions to carriage of office records, reports of arrival and departure,&c. The business of a Department with such varied work as the Public Works Department cannot be classified with the great minuteness that is attempted in these lists nor is such - classification necessary. All practical requirements would be served if the registers prescribed for the several offices and the most important and numerous classes of correspondence are detailed in the lists leaving the rest to be dealt with by the officer concerned under one or the other of the standard periods.

(4) The selection of records for destruction as contemplated in paragraph 4 of the draft Government Order would be enormously difficult unless the records are classified and registered when they are sent away to the record room. This is done in Madras by means of disposal lists (Vide appendix to the Madras G.O. in the file). Without some such lists, the Record-keeper will find himself at sea in making a list of the papers requiring destruction in any particular year.

(5) A further difficulty arises from the fact that separate periods of preservation are prescribed not only for files, but for particular contents of a file. Thusit is said that covering letters and office notes of a routine or important nature

General and Revenue Secretariat. | File No. of 191 .

Serial No.

nature in connection with the submission and acknowledgment of receipt of returns, ~~&c., destroyed after one year.~~ Copies of reminders, explanation for delay in the submission of documents, &c., should be destroyed after one year. To carry out these provisions, the Record-keeper will have to examine every file one year old and see whether there are any papers in it requiring elimination. The utility of this is not commensurate with the benefit. It will be better to lay down that copies of reminders, &c., may be detached from files and destroyed before they are put away in the record room. If the papers cannot be immediately destroyed, it is better to leave them in the file for the full period prescribed for the latter even though such retention may not be quite necessary. To weed out individual papers from a file after it is once shelved is always a difficult matter.

N Mac Lauchlan
29/11/15

2. P. C. Scott with two files of this office which may kindly be returned when no longer required

J(2)

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

E&R File No. 166 of 191 .

Serial No.

Returned, with compliments, to the - - - - Assistant Secretary, Efficiency Audit Department, with a copy of the Record Rules since framed for the Public Works Secretariat which contains a list of records to be periodically destroyed.

2. The list for the Circle and Division offices will be disposed of separately.

R W Sundaramma

Under Secretary to Government,

Public Works Department.

NB. 18.8.16

Bangalore,

19/8 August 1916.

NM 19/8

The rules are exhaustive so far as they go. The nature of papers that fall under the A, B & C classes are not indicated. This seems to be a desideratum. The rules have been framed in the Pub Secty as the title page shows but it is not known whether the approval of Govt. has been obtained thereto — evidently not because the original draft order is still in the file. Subd.

NRR 26/8/16.

NM 26/8/16

Reminder re rules for subordinate offices is subd

NRR 24/1.

Reminder issued 24.1.17 NM 22/1

NOTE—Contn. sheet.

ND 1233—GPB—60,000—1-12-16—S.

General and Revenue Secretariat.

EAG File No. 166 of 191 .

Serial No.

3 P.W. dept's reply letter No. 20/15369 dt 7 Feby 1917 stating that the list of records to be periodically destroyed will be revised & submitted after the preparation of the Sect office manual is completed.

Filed
15/2/17.

Reminder to P.W. dept requesting expedite is filed
14/6/17

Drafted 17/6.

Draft reminder filed.

Reminder issued 18.8.17

4 From the Secretary to Govt, P.W. Department letter No. 1946/87G3 of 8.9.1917 forwarding a consolidated list of records to be permanently retained or periodically destroyed in the Subordinate offices revised as per instructions of the E.A.B.

Submitted in a separate G.O.

23.11.1917 Submd. Six different periods are proposed for preservation of records. Viz Permanent, 20, 10, 5, 3 to 1 years. Perhaps they may be reduced to 3 periods Permanent, 10 to 2 years with a few exceptions.

NOTE—Contn. sheet.

ND 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | E & A G File No. 166 of 191 .

The delay occurred in submitting this case was due to pressure of compilation & other work. Such delay will not be permitted in future.

Serial No.

"Service books" seems to have been entered twice vide 10 & 29.

NW 28/11/17

Please see some more corrections made — write to A.G. Secy ~~stating that~~ asking for opinion on the corrections & also suggesting that Comptr may be consulted

NLL 24/11/17

Dft. submd.

NW 28/11/17

NLL 27/11

5 Letter No. 657/E.A.G. 166 of 28.11.17 to the Secy, P.W.D. returns the list of record rules suggesting certain amendments and requesting his opinion thereon.

Dft. reminder submd

BN 26.12

NLL 2/1/18

Reminder issued on 3-1-18

6 Letter No. 594 of 16.1.18 from the Chief Engr informs that the dft. record rules for subordinate offices are sent to Comptroller for opinion and will be sent on receipt.

Submd for infn

BN 19-1

NLL 20/1

NOTE—Contn. sheet.

10 P-57

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | E. A. & File No. 166 of 191.

Serial No.

Dft Submd.

NM 18/2

Br. 15-2

Reminder issued on 18-2-18

7 Letter No. 432/2216 dt 9-2-1918 from the Secy, P. W. D. resubmits draft record rules for the subordinate offices.

Submd for orders.

28/2/1918

Put up a draft G.O approving of the rules with the modifications suggested by us.

NM 1/3/18

Draft Submd.

4/3/18

NM

Chief Secy) 5/3

May be approved

Dewan

CR 9/3/18

4699 6/3/18

Approved

15-5-18 RO

To. The Secretary to Govt. P. W. Department & the Comptroller, Mysore Govt. No 2293-4/E.A.&166 dt 23-5-18.

8 Approves of the record rules for the Circle, Sub-Division & Sub-Div. Offices of the Public Works Department.

(issued on 3-7-18) in print.

NOTE—Contn. sheet.

File 24 of 14-15 11
Sd/

The Chief Engineer
in Mysore, Bangalore.

TELEGRAPHIC ADDRESS: *Statewoks.*

D. no 5-36/E.A. 16.6.15 File no 24/14 Sl 2. 12

No. 5826

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE,

Bangalore 12th June 1915.

From

KARPUR SHRINIVASRAO, ESQ., B.SC., L.C.E.,

Chief Engineer of Mysore,

Bangalore.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Offg: Secretary to Government,

General and Revenue Departments,

Bangalore.

Sir,

With reference to your letter No.294-303/E.A. dated the 13th January 1915 and subsequent reminders, regarding rules for the periodical destruction of records, I have the honour to inform you that a list showing records in the various offices of the Mysore Public Works Department to be permanently retained or periodically destroyed has been prepared on the lines of the list issued by the Madras Public Works Department and forwarded to the Comptroller, Public Works Branch, for favour of opinion as regards papers relating to account matters. On its return by that officer, it will be forwarded to Government for approval with any modifications he may suggest.

I have the honour to be,

Sir,

Your most obedient servant,

K. Shrinivasrao

Deputy Chief Engineer of Mysore.

V.N.S.

13

GPB—5,000—16-1-15

1915.

MYSORE P. W. DEPARTMENT.

No. 5826

From

THE CHIEF ENGINEER OF MYSORE,

Bangalore.

To The Secretary to Government
General and Revenue Department
Bangalore

Dated Bangalore 12-6-1915

Despatched —

Enclosure No. —

SUBJECT.

Re: the rules for the destruction of Records

THROUGH THE EFFICIENCY AUDIT DEPARTMENT

No. D 438.

Submitted to the Dewan of Mysore for favour of approval.

Jt. Secretary to Government,
P. W. Department.

Camp - Mysore,
29th October 1915.

Accompaniments.
1 file contg. 20 sheets.

30.10.15

Destruction of official Records.

PUBLIC WORKS DEPARTMENT.

Order No. Dated 1915.

There being no comprehensive or up-to-date list of records which may be periodically destroyed without inconvenience to departmental work in the various offices of the Public Works Department, the desirability of framing suitable rules in this behalf has been under consideration for some time.

2. The list appended has been Prepared after consulting those in force in the Madras Public Works - - - Department and will supersede all the lists previously issued. It is circulated to officers of the Public Works Department for information and - - - - guidance.

3. The periods noted against the items in the list should be understood to mean complete official or account years. If any of the accounts, - - - -

registers, &c., enumerated therein, relate to works still in progress, they should not be destroyed even though they may be of the age fixed. It will also be inadvisable to destroy Papers, accounts, returns, &c., which refer to uncleared objections.

4. The destruction of records in each office should be undertaken systematically once a year. Early in August of each year, the Record-keeper of every office should prepare a list of the records which it is needless to preserve for any further period, as indicated in the order, obtain instructions from the head of his office in writing for their - - disposal by sale or otherwise and then take such action as his officer may decide.

H. Ishmael
Secretary to Government,
P. W. Department.

To

The Superintending Engineers of
Northern & Southern Circles.

The Executive Engineer, Irrigation
Division.

The Comptroller, Public Works Branch.

The Secretary to Government,
General Department.

LIST SHOWING RECORDS WHICH MAY BE PERIODICALLY DESTROYED.

PART I - OFFICE OF THE CHIEF ENGINEER & PUBLIC WORKS SECRETARY.

Serial No.	Description of record.	Period for which to be retained, or after which to be destroyed.
	A.- Spare copies to be periodically destroyed.	
1.	Orders of Government in the Public Works Department	All copies in excess of six will be disposed of when ten years old.
2.	Orders of Government in other departments	All copies in excess of three will be returned to the issuing department concerned after the disposal of the original.
3.	Circulars and standing orders.	do
4.	Public Works Department Budget Estimates of the Mysore State	5 copies to be kept permanently, the others being disposed of after 5 years.
5.	Civil Budget Estimates of the Mysore State	One copy to be kept permanently, the others being disposed of after 3 years.
6.	Public Works Department Administration Reports of the Mysore State	Six copies to be kept permanently, the others being disposed of after 5 years.
7.	General Administration Reports of the Mysore State	One copy to be kept permanently, the others being disposed of after 5 years.
8.	Public Works Department Finance Accounts of the Mysore State.	One copy to be kept permanently, the others being disposed of after 3 years.
9.	Administrative Accounts of irrigation works of the Mysore state.	do

10.	General Finance Accounts of the Mysore State	One copy to be kept permanently, the others being disposed of after 3 years.
11.	Census of India reports	One copy to be kept permanently, the others being disposed of after 10 years.
	B.- Original records to be periodically destroyed.	
12.	All periodical returns, whether printed or not.	One year or after the 2nd subsequent similar return or report has been finally disposed of unless they bear any original notes.
13.	All statements other than periodical returns that have been printed.	
14.	Originals of returns and reports which are annually reviewed by Government in printed orders.	
15.	Originals of letters and reports which are printed in full in Government Proceedings, and in which no alterations have been made by Government.	1 year
16.	Reports regarding change of appointment. Note.- A separate record of this information is kept in registers.	Do
17.	Applications for leave. Note.- This information is also separately recorded.	Do
18.	Lists of surplus stores	Do
19.	Unanswered reference and arrears lists.	Do

20.	Routine correspondence relating to requisitions for supplies of official particulars, printing of papers, applications for appointment, unimportant petitions, reminders, &c.	1 year after final disposal of the cases.
21.	Office notes of a routine and unimportant nature	1 year after the final disposal of cases.
22.	Drafts of Secretary's submission notes to Government	After return of the fair copies with orders.
23.	All rough drafts, notes, &c., in a file	Immediately the fair copy is disposed of. An office copy will of course be kept in the file.
24.	Demi-official number registers.	7 years
25.	do receipt registers	Do
26.	do despatch registers	Do
27.	Budget estimates of Municipal and District Boards in the Mysore State	1 year
28.	Public Works Department Administration reports of other Governments.	5 years
29.	Irrigation Administration and Revenue Reports of other Governments	Do
30.	Administration Reports of other Departments of the Mysore State	1 year
31.	Administration Reports of District and Municipal Boards in the Mysore State	Do
32.	Indian daily weather reports.	Do
33.	Thomason Civil Engineering College Calendar, list of members of the Institute of Civil Engineers, Lawrence Press Almanac and other publications of the kind	5 years.

34.	Postal, Telegraph and Railway guides.	To be disposed of on receipt of new editions.
35.	Public Works Department Codes and Service Regulations.	One copy of each edition to be kept permanently, the others being disposed of on receipt of new editions.
36.	Other Departmental Codes	To be disposed of on receipt of new editions.

LIST SHOWING RECORDS TO BE PERIODICALLY RETAINED AND THOSE TO BE PERIODICALLY DESTROYED.

PART II.- CIRCLE & DIVISIONAL OFFICES.

Serial No.	Description of record.	Period for which to be retained or after which to be destroyed.
	A.- Records to be permanently retained.	
1.	Receipt registers	To be permanently retained
2.	Despatch registers	Do
3.	Office attendance registers	Do
4.	Office order books	Do
5.	Important Government orders	Do
6.	Circulars of Chief Engineer, Superintending Engineer, Executive Engineer and Comptroller	Do
7.	Precedents in the interpretation of rules and procedure and other correspondence on important subjects.	Do
8.	Public Works Department Codes and Service Regulations	One copy of each edition to be retained permanently.
9.	Alterations in scale of permanent establishment, and sanctions to personal allowances	To be permanently retained.
10.	Civil Lists (printed)	One copy for each quarter or half year to be retained permanently.

11.	Service books	To be permanently retained
12.	Service registers of office and petty establishment	Do
13.	Defaulters' books	Do
14.	Reports on personal matters affecting the conduct and character of officers and subordinates	Do
15.	Cash books	Do
16.	Sub Divisional cash books and imprest accounts	Do
17.	Acquittance rolls in Superintending Engineer's office.	Do
18.	Budgets (printed)	One copy for each year to be retained permanently.
19.	Financial accounts (printed)	Do
20.	Administration reports (printed)	Do
21.	Correspondence and papers (such as, estimates, plans, reports, specifications, survey and constructive details and revenue statements of tanks, &c.) connected with projects.	To be permanently retained.
22.	Sanctions to execution of works and reports upon works.	Do
23.	Registers maintained in Superintending Engineer's office of copies of abstracts of sanctioned estimates	Do
24.	Registers ~~showing lists~~ of sanctioned estimates	Do
25.	Registers of measurements	Do
26.	Completion reports of works	Do
27.	Land registers	Do

28.	Land acquisition correspondence.	To be permanently retained.
29.	Registers of buildings	Do
30.	Sanctions of purchase of buildings	Do
31.	Sanctions to the sale or demolition of buildings	Do
32.	Meteorological results.	Do
33.	Rain gauge registers	Do
34.	Registers of revenue	Do
35.	Census reports (printed)	One copy of each issue to be permanently retained.
36.	Mysore Gazettes	Do
	B.- Records to be periodically destroyed.	
37.	General number books	1 year
38.	Delivery books	Do
39.	Tappal books	Do
40.	Postage account books	Do
41.	Counterfoils of telegram books	Do
42.	Copies of reminders	Do
43.	Explanations for delay in submission of documents	1 year after receipt of explanation and orders passed thereon.

44.	Unimportant petitions finally disposed of	1 year
45.	Originals of reports and returns which are subsequently printed and communicated by Government.	Do
46.	Covering letters in connection with submission and acknowledgment of receipt of returns, vouchers, plans, estimates, books, work abstracts, journals, service books, personal registers, &c., and other papers of current nature not required for files and not likely to be otherwise useful.	Do
47.	All periodical returns.	After they have been embodied in registers. In cases where no registers are maintained, the returns will be retained for 3 successive periods preceding the latest one.
48.	Registers of miscellaneous returns.	2 years.
49.	Unanswered reference lists from Sub Division officers and Executive and Superintending Engineers.	3 years
50.	Letters to and from Sub Division officers	10 years
51.	All Sub Division records	Do
52.	Routine Government orders	7 years
53.	Departmental Codes (other than the P.W.D.)	To be sold as waste paper on receipt of new editions.
54.	Sanctions to the creation and closing of Divisions and Sub Divisions	3 years.
55.	Sanctions to temporary and works establishment	Do

56.	Distribution returns of establishment prepared in the Division	3 years.
57.	Return of changes in establishment.	Do
58.	Office orders of appointments made by the Chief, Superintending and Executive Engineers	5 years.
59.	Appointments of persons over 25 years of age	Do
60.	Applications for appointments and leave	3 years
61.	Correspondence regarding casual leave	To be retained till the end of calendar year concerned.
62.	Orders affecting transfers and relief of officers	3 years
63.	Transfer reports of Sub Division Officers	2 years
64.	Transfer report of Accountants	Do
65.	Sanctions to the making over or assumption of charge at other than head-quarters	1 year
66.	Reports of arrivals and departures.	Do
67.	Correspondence regarding verification of service books.	1 year after death or 5 years after retirement or removal from the department of the officer concerned.

68.	Statement of officers and subordinates reaching 55 years of age	3 years.
69.	Copies of pension applications with connected correspondence	5 years after the retirement of officers concerned.
70.	Annual reports on the efficiency of accountants	5 years
71.	Qualification return of clerks rendered to the Superintending Engineer	3 years
72.	Copies of promotion recommendation rolls	5 years
73.	Correspondence regarding increments and fines	3 years with copies of salary bills.
74.	Correspondence regarding the serving of summons	1 year
75.	Correspondence regarding attachment of salaries	1 year after the decretal amounts have been paid.
76.	Correspondence regarding suspension, dismissal, resignation, promotion, and reversion. Note.- Gazette notifications of a routine character, the purpose of which is completed as soon as the necessary action has been taken on them, may be destroyed after a year.	2 years in the case of members who have died and 5 years in the case of those who have left the department.
77.	Register of security deposits.	5 years
78.	Copies of salary, travelling allowance and contingent bills	3 years
79.	Disallowance lists on salary, travelling allowance and contingent bills	2 years.

80	Travelling allowance journals of Engineers and Executive Subordinates.	5 years.
81	Travelling allowance journals of office and petty establishment.	3 years with copies of travelling allowance bills.
82	Sanctions to transmit pay allowance and advances.	1 year.
83	Sanctions to conveyance allowances.	-Do-
84	Sanctions to journeys beyond jurisdiction.	-Do-
85	Sanctions to special travelling allowance.	-Do-
86	Sanctions to local allowances.	-Do-
87	Sanctions to sub-divisional allowances.	2 years.
88	Sanctions to carriage of office records.	1 year.
89	Sanctions to printing advertisement and other contingent charges.	-Do-
90	Correspondence regarding overpayment and recovery of salary and travelling allowance.	3 years.
91	Correspondence regarding payment of salary and travelling allowance to the heirs of the deceased.	5 years.
92	Court attendance certificates and correspondence regarding payment of subsistence allowance for attending courts.	3 years after payment of allowances.
93	Correspondence regarding payment of commission by Civil Courts to Public Works Officers.	1 year.
94	Last pay certificates.	3 years.
95	Indents for postage labels.	1 year.
96	Correspondence regarding distance of roads, stations &c., asked for by other departmental officers.	1 year.
97	Accounts of stationery and forms.	3 years.
98	Indents of stationery and forms.	2 years.
99	Indents for cheque books.	1 year.
100	Indents for measurement books.	2 years.
101	Invoices of measurement books supplied to subdivisions.	2 years.
102	Accounts of daily receipts and issues of tools and plant.	3 years.

103	Books containing monthly receipts, issues and balances of tools and plant and stock.	3 years.
104	Half yearly returns of tools and plant.	3 years.
105	Stock accounts and stock abstract books.	3 years.
106	"Materials-at-site" accounts.	2 years.
107	Sanctions to reserve stock limits.	3 years.
108	Sanctions to the writing off of losses.	-Do-
109	Sanctions to survey reports of unserviceable articles.	-Do-
110	Lists of surplus stores.	-Do-
111	Price Lists of different firms.	2 years.
112	Sanctions to purchases, sales or transfers of tools and plant.	1 year.
113	Sanctions to purchases of office furniture, tents or materials at site of works.	1 year.
114	Correspondence regarding purchase of machinery from firms.	After payment has been made and finally admitted in accounts. Any correspondence likely to be useful in future - transactions to b be permanently retained.
115	Correspondence regarding lending of tools and plant, machinery, instruments, &c., to other departments and private individuals.	1 year.
116	Correspondence regarding destruction of furniture, &c., by fire.	-do- after final orders have been passed.
117	Correspondence with the Public Works Workshops regarding the repairs and supply of instruments, &c.,	3 years.
118	Workshop warrant or invoice of articles lent.	2 years.
119	Indents from officers for supply of materials from stores or articles manufactured in workshops.	3 years.
120	Cash abstract books.	3 years.
121	Cash balance statements.	2 years.
122	Pass books and remittance books.	2 years.
123	Counterfoils of receipt books.	10 years.

124	Imprest extracts.	3 years in cases where the originals are permanently retained.
125	Register of cheque books.	5 years.
126	Counterfoil of cheque books.	5 years.
127	Correspondence regarding dishonoring of cheques.	1 year.
128	Sanctions to drawing accounts and imprests.	1 year.
129	Applications for letters of credit.	2 years.
130	Memorandum of cash remittances made to Sub-Division officers by subordinates.	1 year.
131	Correspondence regarding loss of cash chest, money, cheques, &c., by theft.	3 years after the losses have been written off.
132	Office copies of budgets sent by Divisional and Circle offices.	3 years.
133	Appropriations and reappropriations.	1 year..
134	Appropriation registers.	2 Years.
135	Correspondence relating to Divisional accounts.	-Do-
136	Office copies of monthly accounts.	3 years.
137	Adjustment books.	3 years.
138	Advice of transfer books (debit and credit)	2 years.
139	Acceptance of transfer books.	-Do-
140	Register of liabilities.	2 years after liabilities are adjusted.
141	Counterfoils of "write-back-order"books.	3 years.
142	Audit notes.	Should be filed with the monthly accounts and - destroyed with them. (Vide item 136).
143	Copies of objectionable items statements.	Should be filed with the monthly accounts and - destroyed with them.
144	Correspondence connected with exchange accounts with other departments and provinces.	2 years if all necessary adjustments have been made.

145	Correspondence regarding Savings Bank pass book.	1 year.
146	Copies of Executive and Superintending Engineers' administration reports (Annual progress reports).	5 years.
147	Copies of Comptroller's inspection reports of Divisional offices and connected correspondence.	10 years.
148	Superintending Engineer's reports of inspection of Divisional offices.	5 years.
149	Executive Engineer's reports of inspection of Sub-Divisional offices.	-Do-
150	Levelling and surveying books.	To be destroyed when the work to which they belong is completed.
151	Office copies of estimates of sanctioned works.	3 years.
152	Office copies of returns of sanctioned estimates.	-Do-
153	Tenders.	1 year.
154	Contract and piece work agreements.	5 years after final payment has been made and completion report sent.
155	Contractors' order books.	1 year after completion of work and closing of accounts - thereof.
156	Nominal muster rolls for completed works.	3 years.
157	Measurement books.	Must be carefully preserved for 20 years and may be destroyed after that period.
158	Registers of measurement books.	20 years.
159	Correspondence regarding loss of measurement books.	1 year after the loss has been written off.
160	Bills of completed works.	10 years.
161	Registers showing progress in check and payment of bills.	2 years.
162	Day books.	2 years.

163	Works slips.	3 years after completion of works to which they relate.
164	Office copies of completion reports.	3 years.
165	Monthly and individual progress reports of works.	5 years.
166	Inspection notes of subordinates and Sub-Division officers.	-Do-
167	Files of repair estimates.	3 years after completion of works to which they relate.
168	Correspondence regarding schedule of rates and data for different sorts of subheads of works.	3 years.
169	Correspondence regarding complaints of piece ~~workers~~ for payment and civil suits brought against Government.	3 years after complaints or suits have been decided and payments made.
170	Correspondence regarding trial pits, soil, sub-soil, borings, value of land, cross and longitudinal sections, site plans, &c., for preparation of plans and estimates for works and correspondence regarding blasting and rock cutting, manufacture of bricks, chunam, &c., during the time of the execution of the work.	To be destroyed, papers likely to be required being permanently - - retained.
171	Correspondence regarding maintenance of register of masonry works.	To be destroyed after the posting of the register has been completed with all the information noted therein.
172	Correspondence regarding entertainment of medical establishment for projects.	3 years.
173	Correspondence regarding supply of medicines.	2 years if all necessary adjustments have been made.
174	Correspondence connected with the land award statements.	2 years.
175	Correspondence regarding payment of compensation for filling in pits excavated for earth and levelling the fields.	1 year.
176	Correspondence and mutchalikas regarding leasing out of Public Works Department lands for cultivation.	10 years.

177	Capital and Revenue accounts of buildings.	3 years.
178	Correspondence regarding occupation of buildings by departmental and other officers.	1 year.
179	Sanctions to transfer of buildings.	3 years.
180	Sanctions to hire of buildings and quarters.	-Do-
181	Sanctions to rents of buildings and connected correspondence.	5 years.
182	Registers showing the rents of buildings.	3 years.
183	Correspondence connected with payment of municipal tax on houses.	-Do-
184	Correspondence regarding destruction of buildings and sheds by fire.	1 year after final orders have been passed.
185	Correspondence regarding fixing, repairing and testing of lightning conductors.	3 years.
186	Reports on ancient architectural remains.	To be retained permanently if on objects of interest; otherwise to be destroyed after incorporation in the periodical return.
187	Requisitions from other departments for repairs &c., to buildings.	3 years.
188	Correspondence regarding advance to members of establishment for construction of buildings.	-do- after the advance has been fully recovered.
189	Administrative accounts of irrigation works.	3 years.
190	Correspondence regarding fixing of pipes for supply of water.	To be preserved till they become obsolete.
191	Orders regarding opening of canal sluices, pipes and reservoir for distribution of water.	-Do-
192	Correspondence in connection with criminal charges for injury to irrigation works, for opening pipe sluices, &c., and for stealing materials.	To be destroyed after expiry of time for appeal.
193	Correspondence regarding flood damages.	To be destroyed after final orders have been passed as to the damages.

194	Petitions from ryots and correspondence with Sub-Divisional officers regarding breaches in canals and distributaries covering the fields with sand, submersion of crops, &c.	To be destroyed after the matter has been finally settled in communication with the Revenue authorities, anything of permanent value being retained.
195	Sanctions to execution of repairs to tanks affecting railways with connected correspondence regarding preparation of estimates.	3 years after the completion of works, anything of permanent value being retained. Correspondence in regard to tanks not wholly Government should be retained permanently.
196	Postal, Telegraph and Railway Guide.	To be destroyed on receipt of new editions.
197	Correspondence regarding purchase or supply of books, codes, village maps, standing orders, plans, &c.	1 year.
198	Correspondence and mutchalikas regarding sale of grass, fruit, shells and fisheries.	10 years.
199	Famine correspondence, returns and famine programmes.	Any portion of the correspondence likely to be of use for reference on the occurrence of famine to be preserved, permanently, the rest being destroyed as "routine".
200	Census correspondence.	3 years.
201	Correspondence regarding examination of treasuries and granting of certificates.	One year after expiry of certificate.

34

G. R. S. 26]

SUBJECT.....

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.....

*Diary No. of letter replied to*_____

General and Revenue Secretariat

( )

, *the* *191* .

Date of issue 25-9-15

Signed by Mr. T. Madhava Rao

422 dated 18-2-15
506 29-3-15
581 21-4-15
598 4-5-15
716 1-6-15
208 3-8-15

Section

File No.

Serial No.

D.O. No. 573/SA

To The Chief Engineer of Mysore,

Bangalore.

Dear Sir,

I am desired to invite reference the correspondence ending with your letter ~~to~~ your letter No.5826 dated the 12th June 1915 ~~and to the marginally noted reminders~~ re: the framing of rules for the periodical destruction of unserviceable records of your Department and to request to be informed if the opinion of the Comptroller on the draft rules has been obtained and if so, when they

over.

36

8L 3.

No. 260/1536

GENERAL SECRETARIAT
VIII
E. AUDIT.
13 FEB 1917

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE.

Bangalore, 10 February 1917.

VIII
13 FEB 1917

From Rajasabhabhushana

KARPUR SHRINIVASRAO, ESQ., B.SC., L.C.E., M.R.A.S.,

Offg. Secretary to the Government of Mysore,

Public Works Department.

To

D. M. Narasinga Rao, Esq, B.A., B.L.,

Secretary to the Government of Mysore,

General Department, Bangalore.

Sir,

With reference to your letter No.166/E.A.G. dated the 22nd January 1917, I have the honour to state that no record rules for the Circle and Division offices of the Public Works Department are under preparation in this Secretariat. What was actually undertaken was the preparation of a list of records which may be periodically destroyed in the said offices.

2. The list which was prepared sometime ago will be suitably revised and submitted to Government after the work now in hand, viz., the preparation of an office manual for the Public Works Secretariat, is completed.

I have the honour to be,

Sir,

Your most obedient servant,

R V Sundaramiah

For Secretary to Government,

Public Works Department.

J.R.

35

they may be expected here.

Yours sincerely,

Mee
Forsey, Gen Supt

Km
21/9/18

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

DIARY No. 148

37

Telegraphic Address: *Stateworks*

1917-1918.
SECTION E.AB
FILE No. 166
SERIAL No.

GEN. & REV. SECRETARIAT VIII. E. AUDIT. 12 SEP 1917

No. 1946 E.1.
9793

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE.

Bangalore, 8th September *191* 7

From Rajasabhabhushana
KARPUR SHRINIVASRAO, ESQ., B.Sc., L.C.E.,
Secretary to the Government of Mysore,
Public Works Department.

To

C.S.Balasundaram Iyer, Esq., B.A.,
Secretary to the Government of Mysore,
General Department, Bangalore.

Sir,

With reference to correspondence ending with your letter No. 310/E.A.G.166 dated the 16th August 1917, I have the honour to forward herewith a consolidated list of records to be permanently retained or periodically destroyed in the Circle, Division and Sub Division offices of the Public Works Department.

2. The list has been duly revised in accordance with the suggestions of the Efficiency Audit Department.

I have the honour to be,
Sir,
Your most obedient servant,

For Secretary to Government,
Public Works Department.

S.S.

R. S. 12]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

The following suggestions are offered with regard to the lists:-

(1) The periods for which different classes of papers are proposed to be preserved seem to be needlessly large. Greater uniformity could be secured if a few standard periods are adopted, as has been done by the Examiner of P.W. and Railway Accounts and all classes of papers are grouped thereunder. It really does not matter very much if for instance, a paper is retained for 3 years instead of 2 or 10 years instead of 7. There is always an element of approximation and even one may say of arbitrariness in the periods fixed, and the fewer they are, the greater the convenience to the record staff and supervising officers.

(2) The lists include several items which belong more appropriately to the Library than to the records.(E.G.Telegraph,Postal and Railway Guides and Census Reports). It is doubtful if an enumeration of these in the lists is necessary or useful.

(3) The lists also comprise several items which cannot be said to be of sufficient importance to require separate mention and regulation, e.g., appointments of persons over 25 years of age sanction to the making over or assumption of charge at other than Headquarters, transfer

NOTE—Contn. sheet.

GPB—20,000—30-6-15

Serial No.

transfer reports of accountants, sanctions to carriage of office records, reports of arrival and departure,&c. The business of a Department with such varied work as the Public Works Department cannot be classified with the great minuteness that is attempted in these lists, nor is such classification necessary. All practical requirements would be served if the registers prescribed for the several offices and the most important and numerous classes of correspondence are detailed in the lists leaving the rest to be dealt with by the officer concerned under one or the other of the standard periods.

The selection of records for destruction as contemplated in paragraph 4 of the draft Government Order would be enormously difficult unless the records are classified and registered when they are sent away to the record room. This is done in Madras by means of disposal lists (Vide appendix to the Madras G.O. in the file). Without some such lists, the Record-keeper will find himself at sea in making a list of the papers requiring destruction in any particular year.

A further difficulty arises from the fact that separate periods of preservation are prescribed not only for files, but for particular contents of a file. Thusit is said that covering letters and office notes of a routine or important nature

GPB—20,000—30-6-15

PUBLIC WORKS SECRETARIAT, MYSORE

RECORD RULES

BANGALORE:
PRINTED AT THE GOVERNMENT PRESS
1916

Rules regarding the Arrangement, Custody and Disposal of Records in the Office of the Chief Engineer and Secretary to Government, Public Works Department.

I. FILES.

1. Files are of two kinds—case files and monthly bundles. Case files will be made up only when the correspondence on a subject is likely to be protracted or of sufficient importance to form a "Case." All other papers which are of an isolated nature will be made into monthly bundles.

2. Monthly bundles are formed by an arrangement of papers chronologically for each month, placed in a vertically folded form between two wooden or card boards and tied up with a string. A facing sheet with the name of the month and year noted thereon is affixed to one of the boards.

3. (1) Case files are formed by an arrangement of papers by subjects without any time limit and are numbered serially under the marginally noted heads of correspondence with their initial letters (*viz.*, B. R. I. E. or M.) marked against each file number.

Buildings.
Roads.
Irrigation (tanks, channels, etc.).
Establishment.
Miscellaneous.

(2) In the case of account matters, such as, Administration Reports, Budgets, etc., files are made up annually. Similarly, files may be arranged of all periodical returns, whether annual or otherwise.

4. (1) One number should be given for each building, road, tank or work, the adjuncts thereto included. Where a work is situated in more than one Division or District (such as roads), a separate section for each Division or District should be made under the same file number as laid down in Rule 6 below.

(2) Where a case deals with several buildings, roads, tanks or works, such as, rents of buildings, maintenance of roads or channels—such general questions should be classed as "Miscellaneous" and the file numbered under that head.

5. (1) Each case will be placed in a File Board (the papers unfolded), if it is bulky or important. Otherwise, the papers will be folded vertically and tied up with a string with a facing sheet at the top.

(2) The file number as well as the file heading or subject will be noted on the flap of the file board or on the facing sheet. The letters and other papers in the file will also bear the file number at the left hand corner.

6. (1) If there are different questions connected with a case, it will be divided into a number of sub-cases or sections, the papers in each section being tagged or stitched together between two sheets of stout paper.

(2) The sub-cases will also be serially numbered and the number and subject will be noted on the facing sheet.

(3) The letters in each sub-case or file will be arranged in the order of their receipt or issue, from the bottom to the top, and serially numbered, the earliest or bottom paper bearing serial No. 1 and the latest or topmost paper bearing the last number. The enclosures to a letter will bear the number of the letter itself with the addition of separate alphabetical letters, a, b, c, etc.

(4) Sections of files thus formed should, on no account, be disturbed except for the purpose of adding more papers as the correspondence continues or grows when only a section may be opened and restitched.

7. (1) As far as possible, the main correspondence, office notes and reminders will be filed or collected into separate sections.

(2) All rough copies of drafts as well as office notes should be removed and destroyed after fair copies of the same are made and placed in the file with the attestation of the officer concerned. This should be done before the file is restored to its place in the Record shelf. The Superintendent of the Current Branch will supply the necessary fair copies duly attested and the Superintendent of the Records Branch will see to the rest with the aid of the Case Workers, if necessary.

(3) When papers are printed, a printed copy should be placed in the file next above the manuscript copy and it should bear the same serial number as the manuscript. All spare copies should be arranged in separate bundles with the file number noted

thereon and placed in the separate shelf for spare printed copies. The proofs and manuscript sent to the Press should be destroyed after the printed copies are checked and distributed or recorded.

8. When a letter or paper of smaller size than foolscap is placed on a file, it must always be pasted on, or fastened in some way to, a sheet of the size of the file.

9. As far as possible, different subjects (*i.e.*, subjects relating to different files) should not be mixed up in a single communication. In cases where this rule has not been or could not be observed, copies or extracts of the communication should be made and placed on the different files, and a note should be made on such copies or extracts, of the number of the file in which the original could be found.

10. Papers containing orders of general application should not be filed with a case. A printed spare copy of such orders, if available, should be filed with the case if the order in any way affects the subject of the correspondence. If no spare copy is available, a typed one should be made and filed.

11. When a file grows in bulk and becomes inconvenient to handle, it should be made into two or more parts or volumes and the current sections only should be submitted with letters or references under disposal.

II. BOOKS AND PUBLICATIONS.

12. (1) As a rule, all books and publications of the Mysore Government should be kept in the Records while those of the British Indian Government or Provinces, other Feudatory States, etc., should be placed in the Library.

(2) One copy of the books and publications of the Mysore Government which are of general importance may be placed also in the Library, if a spare copy is available or can be obtained for the purpose.

(3) In the Library, only one copy of a book or publication should be placed, all spare copies of whatever description being kept in the Records.

(4) The books and publications ordered or intended to be placed in the Library should be handed over to the Library Clerk who will see to the proper indexing and preservation of the same.

III. ARRANGEMENT IN THE RECORD ROOM.

13. (1) In the Record Room, separate shelves or space must be set apart for each head of correspondence or

class of record. All the record shelves or almirahs should be numbered and divided into compartments. On the outside, the number of the shelf and the subject head of the record as well as the first and the last number of the files contained therein, should be legibly painted or shown on labels written or printed in bold characters. Inside the shelves, the first and the last number of the files in each compartment should be shown.

(2) Suspend cases should be kept by themselves in a separate shelf. They should be examined twice a month and sent up to the Branches concerned if further action is to be taken.

14. (1) Gazettes, newspapers and other periodical publications should be kept in separate racks or shelves and periodically disposed of as per rules for destruction of records.

(2) The publications noted below should be periodically bound up, the volumes being numbered and one bound set kept in each kind :—

(i) Mysore Gazette.
(ii) Public Works Budget Estimates.
(iii) Public Works Administration Reports.
(iv) Public Works Finance Accounts.

15. The registers and returns of Branches are passed into the Record Room when they are no longer required for current use, except those which are required for frequent or occasional reference in the Branches themselves, such as, Sanction Books, Service Registers, etc. In the Record Room, the registers and returns will be properly arranged according to the subject matter and placed in separate racks or shelves.

16. (1) No paper should be removed from the Record Room without keeping in its place a slip giving the particulars as to whom, in what connection and on what date the paper was given. A similar trace should be left of papers removed from one current file to another.

(2) When a paper is restored to its place, the slip should be removed and destroyed.

17. (1) Papers and books returned to the Record Room must be restored to their places without delay. Care should be taken in restoring files that papers which do not belong to them are removed.

(2) In no case should records be restored to their place without being properly arranged, stitched or tagged.

Undisposed of papers, if any, should be removed and returned to the Branches concerned.

N.B.—Case Workers should, whenever they deal with a file, see whether this rule has been duly carried out or not. If papers are found loose and not tagged to the proper sections, they should themselves do the needful if the work involved does not take up much time and bring all other instances to the notice of superior officers.

(3) Additions to the records must, upon receipt, be placed in their appropriate position or formed into fresh files or bundles, as may be necessary and not allowed to accumulate.

IV. REGISTERS TO BE MAINTAINED AND RETURNS TO BE PREPARED BY THE RECORDS BRANCH.

1. General Receipt Register.
2. General Issue Register.
3. Un-official Register.

18. Apart from the marginally noted registers to be maintained in the Records Branch itself, for registering all receipts and issues of the office as a whole, a Record Disposal Register shall be kept by the Record-keeper in the following form:—

(1) General or Branch Register number or description of paper.
(2) Date of receipt of requisition.
(3) Nature of requisition (Immediate, Urgent, Early, etc.).
(4) Reference clerk to whom given for putting up the paper required.
(5) Date of issue from the Records.
(6) The Branch or the person to whom issued.
(7) Description of the paper given.
(8) Date of return (*i. e.*, date of receipt by the clerk in charge of the General Issue Register).
(9) Date when shelved.

19. The other registers to be maintained by the Records Branch are:—

(1) File Number Books—Five Books, *viz.*, one book for each subject head of correspondence noted in the margin of Rule 3 (1).
(2) Alphabetical Index Books—Five Books, *viz.*, one book for each subject head of correspondence noted in the margin of Rule 3 (1).
(3) Index Book of Circulars and Standing Orders.
(4) Register of Records destroyed.
(5) Spare Copy Register.
(6) Register of books and publications handed over to the Library Clerk.

(7) Dewan's Book.

(8) Tappal Book of papers sent to officers in Camp.

20. (1) The returns to be prepared by the Records Branch are :—

Weekly.—(i) List of Residency references pending disposal in the Public Works Secretariat.

Fortnightly.—(ii) Abstract Statement of cases pending disposal in the Public Works Secretariat.

Monthly.—(iii) List of Residency references received in the Public Works Secretariat showing how they have been disposed of and also Public Works Secretariat references remaining unanswered by the Residency.

(iv) List of references remaining unanswered in the Public Works Secretariat.

(2) The quarterly lists of unanswered references received from the Circle and Division offices will be disposed of in the Registering Section of the Records Branch.

V. SUBMISSION OF RECORDS.

21. In putting up records, the letter and the enclosures (if any) to be submitted should be read through and, with the help of the registers and indexes, any connected records or precedents, whether actually quoted or not, which are relevant to the question or are likely to be required for the disposal of the case, should be traced and put up.

22. Papers to which specific reference is made in the letter or its enclosures or to which it may be desirable to draw attention in connection with any passage or proposal contained in them should be marked with letter slips, the letters on these slips being quoted in the margin of the letter under disposal, which should itself be indicated by a slip bearing the words, "Paper under disposal," if there be more than one such letter in the file.

23. Before submitting a case, all superfluous papers and slips should be removed.

24. Ordinarily, the maximum time allowed for the submission of references is five days, but simple letters which do not require much referencing should be submitted the day after their receipt in the Records Branch. Urgent letters and cases marked "Immediate" and all telegrams requiring orders must invariably be submitted at once or on the day on which they are received. Cases marked "Early" should, if possible, be submitted on the day following the date of their receipt in the Branch. If, for any reason, a longer time than the period prescribed is required for the submission

of any case, the permission of the Branch Superintendent concerned should be obtained by the Reference Clerk to whom the paper has been given and his initials taken. A similar course should be followed where a file has already been submitted and is not available in the Records Branch.

VI. DESTRUCTION OF RECORDS.

25. With a view to prevent the accumulation of obsolete and useless records, they should be periodically weeded out and destroyed, according to the procedure laid down hereunder :—

(1) In order to make it clear what papers should be retained permanently and what papers should be destroyed and after what period, all inward and outward communications will be classified, with due regard to their importance, under three main groups (*viz.*, A, B and C), by the Branch Superintendents or Case Workers concerned (subject of course to the scrutiny of the higher officers) while dealing with the papers and marked accordingly.

Class A—Important papers which from their nature suggest their being retained permanently.

Class B—Less important papers which, at the time of classification, are considered not to be needed for reference after the expiry of three years.

Class C—Routine papers which are not required after one year or after the second subsequent similar return or report has been finally disposed of.

(2) The sections or bundles within a case file should also be marked A, B or C. The marking of the section will follow the marking of the highest class of paper contained in it. Thus, if, in a section consisting only of C papers up to date, a B paper is introduced, the marking of the section should at once be changed from C to B and so on.

(3) Apart from the general procedure laid down in clause (1) above, the class of records to be destroyed, some of which may require to be dealt with differently, is detailed in the schedule appended, with the period prescribed for their preservation noted against them.

26. (1) When a case or sub-case comes to a close, it should be so marked by the Branch Superintendent or the Case Worker concerned as he deals with it in the ordinary course of the business. This will be done by inserting the words "Case or sub-case closed" on the topmost paper, *i.e.*, the paper which brings the case or sub-case to a close.

(2) As soon as such cases or sub-cases reach the Records Branch, such of the papers as should be destroyed in due course, should, before being shelved, be sorted, entered in the "Register of Records destroyed" and kept separate in the file enlosed in a

cover marked "To be destroyed" thereon, or kept in a separate shelf altogether.

(3) The destruction of records should be undertaken systematically once a year, *i.e.*, in the month of December. Before the records are destroyed, the Record-Keeper or the Reference Clerk deputed for the purpose, should show them to the Assistant Secretary with the "Register of Records destroyed" and obtain his approval to their destruction by getting the remark "destroyed" entered in his own hand or under his initials against each item in the Register.

VII. DUTIES OF RECORD-KEEPER.

27. The Record-Keeper is responsible for the proper custody, arrangement, preservation and disposal of records under his charge. He shall see—

(1) that the records are not damaged in any way and are not scattered on the floor but are properly dusted and kept tidy in shelves or almirahs;

(2) that the records are arranged in the prescribed order and that soiled or torn file boards and face sheets or covers are replaced by fresh ones;

(3) that no unauthorised person, and particularly no person not belonging to the office, is allowed to enter the Record Rooms or have access to the records and that the rooms are kept tidy and securely locked when the office is closed;

(4) that no match or artificial light of any sort is ever allowed into the Record Room and that some bucketfuls of water are always kept therein, as also kyl fyre.

(5) that the papers under disposal are submitted properly referenced without delay; and

(6) that the superfluous or time-barred papers do not accumulate but are destroyed in due time.

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SCHEDULE.

RECORDS TO BE PERIODICALLY DESTROYED.

Description of record.	*Period for which to be retained, or after which to be destroyed.*
A. SPARE COPIES TO BE DESTROYED.	
1. Orders of Government in the Public Works Department. 2. Circulars and Standing Orders issued by the Chief Engineer.	All copies in excess of six will be disposed of when ten years old.
3. Orders of Government in other Departments.	All copies in excess of three will be returned to the issuing department concerned after the disposal of the original.
4. Public Works Department Budget Estimates. 5. Public Works Department Administration Reports.	Six copies to be kept permanently, the others being disposed of after five years.
6. Civil Budget Estimates ... 7. General Administration Reports ... 8. General Finance Accounts ... 9. Public Works Department Finance Accounts. 10. Administrative Accounts of Irrigation Works. 11. Capital and Revenue Accounts of Residential Buildings, Public Works Workshop, etc.	One copy to be kept permanently, the others being disposed of after three years.
12. Public Works Department Codes. 13. Civil Service Regulations ... 14. History of Services of Gazetted Officers. 15. Civil Lists ... ... 16. Gradation Lists	One copy of each edition to be kept permanently, the others being disposed of on receipt of new editions.
B. ORIGINAL RECORDS TO BE DESTROYED.	
17. All rough drafts, notes, etc., in a file.	Immediately the fair copy is disposed of, an office copy being of course kept in the file.
18. Drafts of Secretary's submission notes to Government.	After return of the fair copies with orders.

	Description of record.	*Period for which to be retained, or after which to be destroyed.*
19.	Office notes of a routine and unimportant nature	One year after final disposal of the cases.
20.	Reminders	
21.	Routine correspondence of current nature relating to requisitions for supply of official particulars, explanations for delay in submission of documents, printing of papers, applications for appointment, unimportant petitions, appropriations and re-appropriations, etc.	
22.	All periodical returns, whether printed or not.	One year or after the second subsequent similar return or report has been finally disposed of, unless they bear any original notes. *Note.*—Covering letters received with returns, reports, etc., should not be regarded as separate communications.
23.	All statements other than periodical returns that have been printed.	
24.	Originals of returns and reports which are annually reviewed by Government in printed orders.	
25.	Originals of letters and reports which are printed in full in Government Orders and in which no alterations have been made by Government.	One year.
26.	Stationery Indents	Three years.
27.	Inspection Reports of Offices ...	
28.	Inspection notes of works ...	
29.	Originals of Public Works Budget Estimates.	
30.	Originals of Public Works Administration Reports.	
31.	Budget Estimates of District and Municipal Boards.	One year.
32.	Administration Reports of District and Municipal Boards.	
33.	Administration Reports of other Departments.	
34.	Codes of other Departments ...	To be disposed of on receipt of new editions.
35.	Indian Daily Weather Reports ...	One year.
36.	Gazettes of other Governments ...	
37.	Newspapers	
38.	Price Lists of firms	Three years.

Description of record.	*Period for which to be retained, or after which to be destroyed.*
39. Office Attendance Registers ...	One year.
40. Number Books	
41. Delivery Books	
42. Tappal Books	
43. Postage Account Books ...	
44. Counterfoils of telegrams ...	
45. Branch Registers	
46. Appropriation Registers ...	
47. Stationery Receipt and Issue Books.	

W D 2117—GPB—100—1-4-16

53

G. R. S. VI—G/32]

SUBJECT.....

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Diary No. of letter replied to.....

Section ~~A~~ G
File No. 166
Serial No. 5

GENERAL AND REVENUE SECRETARIAT,
( )
, the *191* .

No. 657/E.A.G.166

Enc. List with amendments.

Date of issue 28.11.17

Signed by Mr. R. Madhava Rao.

To

The Secretary to Govt, P.W.D.

Sir,

With reference to your letter No 1946/9743 dt the 8th Sept 1917 forwarding a list of Tuends to be permanently retained and periodically destroyed in the P.W.D Circle, Division and Sub Division offices I am directed to request that you will be so good as to furnish your opinion on certain amendments proposed in the list

over.

regarding the period of preservation etc. and the omission of one or two items.

2. It is presumed that the Comptroller P.W. & Ry Branch has been consulted regarding the preservation and destruction of papers relating to account matters (vide your letter No 5826 of the 12th June 1915).

3. The list with the pencil amendments indicated in pencil is forwarded herewith.

I have etc

per

For the Secy

List of enclosure

Mr
25/11/17.

Copied by

Examined by

WD 86—GPB—60,000—15-11 16

Telegraphic Address : *Stateworks*

No. 594

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE.

Bangalore, 16 4 January 1918

From

~~KARPUR SRINIVASRAO, Esq., B.Sc., B.E.,~~

4006

The *Chief Engineer of Mysore,*

Bangalore.

To

C. S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to the Government of Mysore,

B a n g a l o r e.

Sir,

With reference to your letter No.961 E.A.G. 166 dated the ~~22nd~~ 23rd January 1918, regarding the rules for the preservation and destruction of records in the Circle and Division offices of the Public Works Department, I have the honour to inform you that the question has been referred to the Comptroller of Mysore for an expression of his opinion in the matter, and on receipt of his reply, the list referred to will be resubmitted to Government.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Engineer of Mysore.

J.R

Telegraphic Address: Stateworks

No. 432 / 8 Leg 1/2

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE,

Bangalore, 19th February 1918.

From

S. CADAMBI, Esq.,

Joint Secretary to the Government of Mysore,

Public Works Department.

To

C. S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to Government,

Bangalore.

SIR,

With reference to your letter No.657/F.A.C.166 dated the 27th November 1917, I have the honor to resubmit herewith the list of records to be permanently retained or periodically destroyed in the Circle, Division and Sub-Division Offices of the Public Works Department, together with a copy of U.O.No.140/R. dated the 25th January 1918, from the Comptroller, to whom the list was again referred for opinion.

2. As regards clause (2), para 1, of the Un-official Note referred to above, I am of opinion that the proposal to enter item 39 under "To be destroyed after other specified time" is not suitable, as in this case the period is given definitely in number of years, whereas it is not so in any of the items entered under that heading. If the proposal has been made in view of the two different periods mentioned against this item, they may be made one and the same, viz., 5 years or 10 years as proposed to be ammended.

3. It would appear that clause (3), para 1, of the unofficial note is not correct. The Comptroller seems to have misunderstood the matter. The period of preservation fixed for items 39 and 44 is the same as already proposed. What is pointed out by you would appear to be that item 44 involves a repetition of item 39. This is, however, not the case. Items

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W D A 133—GPB—500—25-7-17

1918.

MYSORE P. W. DEPARTMENT.

No. 432/2216

From

The Joint Secretary to Government, P. W. Department,

To

The Chief Secretary to Government, Bangalore.

Dated Bangalore, } 20 - 2 - 1918.
Despatched

Enclosure No. 2

Subject.

Record rules

10, 39 and 44 are not identical, but separate items. No omission in the list is therefore called for.

4. As regards the amendments proposed in the period of preservation, I see no objection to your proposals, but, if the Comptroller's views in respect of the items referred to in Clause (4), para 1, of the Un-official note is to be accepted and "3 years" is to be kept on as a standard period, then the other items originally placed under that head may also be left under the same head.

I have the honour to be,

Sir,

Your most obedient servant,

R V Sundaramiah

For Joint Secretary to Government,

Public Works Department.

W.R.R.

Un-official No.140/R. dated the 25th January 1918, from the Comptroller of Mysore.

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The amendment proposed by the Chief Secretary in respect of periods of preservation of account records are:--

(1) to increase the period

(a) from 5 to 10 years in respect of items 38,42,43 and 45 to 47 in the list.

(b) from 3 to 10 years in regard to items 67 and 68 and

(c) from 1 to 2 years as regards items 80,81,83, to 85, 89,91 to 107 and 110 to 112.

(2) to insert item No.39 under "To be destroyed after other specified time"

(3) to fix the same period of preservation for item 44 as for item 39 and

(4) to cut down the period from 3 to 2 years in respect of items 48 to 59, 61 to 64, [illegible], 66, 72, 74, 75, 77 to 79.

2. Proposals (1) to (3) may be adopted. I, however, consider it necessary to preserve the records referred to in (4) for 3 years.

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"C o p y".

K P Nrasimhayya

Assistant Secretary to Government,

Public Works Department.

W.R.R.

JJ

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G.R.S. VI-71]

SUBJECT: Record Rules for the Subordinate Officers of the P.W.D.

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the 191 .

Date of issue 23-5-18

Signed by M. C. S. B. Iyer

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

G.A.G. Section

File No. 166

Serial No. 8

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read.— Correspondence ending with letter No 432/2216 dt the 19th February 1918 from the Secretary to Govt in the P.W.D, Submitting proposals for the preservation and periodical destruction of Records in the Circle, Division and Sub Division offices of the P.W.D.

Order Thereon:— No. 2293-4/G.A.G.166 dt 23-5-18

The accompanying list - showing the periods during which the Records in the Circle, Division

over.

and Sub-Division offices of the P.W.D should be preserved as approved. Time expired records should be weeded out once a year regularly.

NEK

For Chief Secretary

To The Secretary, P.W.D.
Comptroller.

Sd/
5/3/46

List of enclosures.

Copied by

Examined by

S.O.

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MYSORE PUBLIC WORKS DEPARTMENT.

Consolidated list of records to be permanently retained or periodically destroyed in the Circle, Division and Sub Division Offices, in so far as they may relate to each office.

Serial No.	Description of Record.	Remarks.
	A - RECORDS TO BE PERMANENTLY RETAINED.	
1	Receipt registers.	
2	Despatch registers.	
3	Registers of revenue.	
4	Registers of sanctions to estimates.	
5	Registers of copies of abstracts of sanctioned estimates (maintained in Circle Offices).	
6	Registers of measurements (C.Registers).	
7	Registers of buildings.	
8	Land registers and land acquisition correspondence.	
9	Rain gauge registers.	
10	Service registers of lower subordinates and office establishment of Divisions.	Please see item 39.
11	Defaulters' books of lower subordinates.	
12	Office order books.	
13	Cash books.	
14	Acquittance rolls.	
15	Completion reports of works (recorded in Circle offices).	
16	Important Government orders.	

17	Circulars of departmental officers and the Comptroller.	
18	Precedents in the interpretation of rules and procedure and other correspondence on - - important subjects.	
19	Alterations in scale of permanent establishment.	
20	Reports on personal matters affecting the conduct and character of officers and subordinates.	
21	Sanctions to purchase, sale, transfer and demolition of buildings.	
22	Sanctions to execution of works and reports upon works.	
23	Correspondence and papers (such as estimates, plans, reports, specifications, survey and constructive details and revenue statements, of tanks, &c.) connected with projects.	
24	Public Works Department Codes and Service Regulations.	One copy of each edition to be retained permanently.
25	Budgets (printed).	One copy for each year to be retained permanently.
26	Administration Reports (printed).	
27	Financial Accounts (printed).	
28	Civil Lists (printed).	One copy for each quarter, half year or year to be retained permanently.
29	Gradation Lists (printed).	
30	Mysore Gazettes.	One copy of each issue to be retained permanently.
31	Meteorological reports (printed).	One copy of each issue to be retained permanently in the Library.
32	Census Reports (printed).	
	B.- RECORDS TO BE PERIODICALLY DESTROYED.	
	To be destroyed after 20 years.	
33	Measurement books and registers of measurement books.	✓ Simple history after 20 years

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	To be destroyed after 10 years.	
34	Sanctions to pay, allowances, journeys beyond jurisdiction, printing advertisements and other contingent charges.	
35	Duplicate bills of completed works.	
36	Letters to and from Sub Division officers.	
37	All Sub Division records.	
	~~To be destroyed after 5 years.~~	
38	Registers of security deposits.	
39	Service books.	Books of officers dying while in service for three years and of retired - - officers for five years after sanction to their pension.
40	Routine Government orders.	This may come under "Old records after the periods have"
41	Office orders of appointments made by Superintending and Executive Engineers.	
42	Annual reports on the efficiency of Accountants.	
43	Travelling allowance journals and stage lists.	
44	Correspondence regarding verification of service books, appointment, promotion, reversion, suspension, resignation, dismissal and pension.	
45	Copies of promotion recommendation rolls.	
46	Copies of pension applications with connected correspondence.	
47	Copies of Comptroller's inspection reports of Divisional offices and connected correspondence.	
	To be destroyed after ~~3~~ 2 years.	
48	Counterfoils of receipt books.	
49	Day books.	These may be destroyed after 3 years after the date of the last entry
50	Adjustment books.	
51	Pass books and remittance books.	
52	Cash abstract books.	

53	Cash balance statements.	
54	Balance return of stock and tools and plant.	
55	Stock accounts and stock abstract books.	
56	Accounts of daily and monthly receipts and issues of tools and plant, stock and work materials.	
57	Accounts of stationery and forms.	
58	Lists of surplus stores.	
59	Contract and piece-work agreements.	Three years after final payment has been made and completion report sent.
60	Monthly and individual progress reports of works.	
61	Work slips.	
62	Nominal rolls of completed works.	
63	Sanctions to hire of buildings and quarters and rents.	
64	Sanctions to temporary works establishment.	
65	Sanctions to the creation and closing of Divisions and Sub Divisions.	
66	Copies of Superintending Engineers', Executive Engineers' and Sub Divisional Officers' inspection reports and notes.	
67	Copies of salary, travelling allowance and contingent bills.	
68	Office copies of monthly accounts with audit notes and objectionable items statements.	
69	Office copies of administration reports.	
70	Office copies of returns of sanctions to estimates.	
71	Office copies of estimates of sanctioned works.	
72	Office copies of completion reports.	
73	Correspondence regarding complaints of contractors for payment and civil suits brought against Government.	Three years after complaints or suits have been decided and payments made.

74	Correspondence regarding payment of claims to the heirs of deceased officers and contractors. 58C	
75	Correspondence regarding loss of cash chest, money, &c., by theft. 62C	
76	Correspondence regarding advance to members of establishment for construction of buildings.	Three years after the advance has been fully recovered.
77	Correspondence regarding schedule of rates and data for different sorts of sub head of works. 70C	
78	Files of repair estimates. 69C	
79	Administration or capital and revenue accounts of irrigation works, residential buildings, water supply works, &c. 68C	
	~~To be destroyed after one year.~~	
80	Registers of liabilities. 31C	
81	Registers showing progress in check and payment of bills. 32C	
82	Office attendance registers.	One year after completio
83	Contractor's order books. 25C	One year after completion of work and closing of accounts thereof.
84	Advice of transfer and acceptance of transfer books. 30C	
85	Postage account books. 15C	
86	General number books.	
87	Delivery books.	
88	Tappal books.	
89	Appropriations and re-appropriations and registers connected with them. 22C	
90	Counterfoils of telegram books.	
91	Counterfoils of write-back orders. 42C	
92	Orders affecting transfers and relief of officers. 35C	
93	Returns of changes in establishment. 33C	

94	Disallowance lists of salary, travelling allowance and contingent bills.	
95	Unanswered reference and arrears lists.	
96	Price lists of firms.	
97	Indents for postage labels.	
98	Indents from officers for supply of stores and materials.	
99	Indents and invoices for stationery, forms and measurement books.	
100	Workshop warrants or invoices of articles sent.	
101	Sanctions to purchase, sale, transfer, loan, writing off and disposal of stock, tools and plant, tent and work materials.	
102	Sanctions to reserve stock limits.	
103	Tenders.	The accepted tender to be destroyed one year after the settlement of the tenderer's accounts.
104	Memo of cash remittances.	
105	Last pay certificates.	
106	Transfer reports of Sub Divisional officers.	
107	Applications for appointments and leave.	
108	Unimportant petitions finally disposed of.	
109	Copies of reminders.	
110	Office copies of budgets.	
111	Correspondence regarding overpayments and recovery thereof.	
112	Correspondence regarding loss of measurement books.	One year after the lost book is written off the accounts
113	Correspondence regarding attachment of salaries.	One year after the decretal amounts have been paid.
114	Correspondence regarding flood damages and destruction of buildings and sheds by fire.	One year after final orders have been passed.

115	Covering letters in connection with submission and acknowledgment of receipt of returns, vouchers, plans, estimates, books, work - - abstracts, journals, service books, personal registers, &c., and other papers of current nature not required for files and not likely to be otherwise useful.	
	<u>To be destroyed after other specified time.</u>	
116	All periodical reports and returns.	After they have been embodied in the registers. In cases where no registers are maintained, the returns will be - - retained for three successive periods preceding the latest one.
117	Codes of other departments.	To be sold as waste paper on receipt of new editions.
118	Levelling and surveying books.	To be destroyed when the work to which they belong is completed.
119	Correspondence regarding trial pits, soil, sub-soil, borings, value of land, cross and longitudinal sections, site plans, &c., for preparation of plans and estimates for works, and correspondence regarding blasting and rock cutting, manufactures of bricks, chunam, &c., during the time of the execution of the work.	To be destroyed, papers likely to be required being permanently retained.
120	Postal, Telegraph and Railway Guides.	To be kept in the Library and destroyed on receipt of new editions.

<u>N. B.</u> - As regards the records not specifically detailed in this list, the - - officers concerned should use their discretion and deal with them under one or the other of the standard periods given above, according to their importance.

R V Sundaramma

For Secretary to Government,

Public Works Department.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 2293-4—E. A. G. 166, dated 23rd May 1918.

Record Rules.

Approves of the —— for the Circle, Division and Sub-Division Offices of the Public Works Department.

WD 2324—GPB—205—25-6-18

No. 2293-4—E. A. G. 166, DATED 23RD MAY 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. 432—2216, dated the 19th February 1918, from the Secretary to Government in the Public Works Department, submitting proposals for the preservation and periodical destruction of records in the Circle, Division and Sub-Divison Offices of the Public Works Department.

Order No. 2293-4—E. A. G. 166, dated 23rd May 1918.

The accompanying list showing the periods during which the records in the Circle, Division and Sub-Division Offices of the Public Works Department should be preserved is approved. Time-expired records should be weeded out once a year regularly.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Secretary to Government, Public Works Department.
The Comptroller, Mysore Government.

Exd.—C. R.

No. 2293-4—E. A. G. 166, DATED 23RD MAY 1918.

MYSORE PUBLIC WORKS DEPARTMENT.

Consolidated list of records to be permanently retained or periodically destroyed in the Circle, Division and Sub Division Offices, in so far as they may relate to each office.

Serial No.	Description of Record	Remarks
	A.—RECORDS TO BE PERMANENTLY RETAINED.	
1	Receipt registers	
2	Despatch registers	
3	Registers of revenue	
4	Registers of sanctions to estimates	
5	Registers of copies of abstracts of sanctioned estimates (maintained in Circle Offices.)	
6	Registers of measurements (C. Registers.) ...	
7	Registers of buildings	
8	Land registers and land acquisition correspondence.	
9	Rain gauge registers	
10	Service registers of lower subordinates and office establishment of Divisions	
11	Defaulters' books of lower subordinates	
12	Office order books	
13	Cash books	
14	Acquittance rolls	
15	Completion reports of works (recorded in Circle offices)	
16	Important Government orders ...	
17	Circulars of departmental officers and the Comptroller	
18	Precedents in the interpretation of rules and procedure and other correspondence on important subjects	
19	Alterations in scale of permanent establishment ...	
20	Reports on personal matters affecting the conduct and character of officers and subordinates ...	
21	Sanctions to purchase, sale, transfer and demolition of buildings	
22	Sanctions to execution of works and reports upon works	
23	Correspondence and papers (such as estimates, plans, reports, specifications, survey and constructive details and revenue statements, of tanks, etc.,) connected with projects	
24	Public Works Department Codes and Service Regulations	One copy of each edition to be retained permanently.
25	Budgets (printed)	One copy for each year to be retained permanently.
26	Administration reports (printed)	
27	Financial Accounts (printed)	
28	Civil Lists (printed)	One copy for each quarter, half year or year to be retained permanently.
29	Gradation Lists (printed)	
30	Mysore Gazettes	One copy of each issue to be retained permanently.
31	Meteorological reports (printed)	One copy of each issue to be retained permanently in the Library.
32	Census reports (printed)	
33	Measurement books and registers of measurement books	May be prescribed for 20 years.

Serial No.	Description of Record	Remarks
	B.—RECORDS TO BE PERIODICALLY DESTROYED.	
	To be destroyed after 10 years.	
34	Sanctions to pay, allowances, journeys beyond jurisdiction, printing advertisements and other contingent charges	
35	Duplicate bills of completed works	
36	Letters to and from Sub-Division Officers ...	
37	All Sub-Division records	
38	Registers of security deposits	
39	Routine Government orders	
40	Office orders of appointments made by Superintending and Executive Engineers	
41	Annual reports on the efficiency of Accountants ...	
42	Travelling allowance journals and stage lists ...	
43	Copies of promotion recommendation rolls ...	
44	Copies of pension applications with connected correspondence	
45	Copies of Comptroller's inspection reports of Divisional offices and connected correspondence ...	
	To be destroyed after two years.	
46	Counterfoils of receipt books	
47	Day books	
48	Adjustment books	
49	Pass-books and remittance books	
50	Cash abstract books	
51	Cash balance statements	
52	Balance return of stock and tools and plant ...	
53	Stock accounts and stock abstract books	
54	Accounts of daily and monthly receipts and issues of tools and plant, stock and work materials ...	
55	Accounts of stationery and forms	
56	Lists of surplus stores	
57	Contract and piece-work agreements	Three years after final payment has been made and completion report sent.
58	Monthly and individual progress reports of works ...	
59	Work slips	
60	Nominal rolls of completed works	
61	Sanctions to hire of buildings and quarters and rents	
62	Sanctions to temporary works establishment ...	
63	Sanctions to the creation and closing of Divisions and Sub-Divisions	
64	Copies of Superintending Engineers', Executive Engineers' and Sub-Divisional Officers' inspection reports and notes	
65	Copies of salary, travelling allowance and contingent bills	
66	Office copies of monthly accounts with audit notes and objectionable items statements ...	
67	Office copies of administration reports	
68	Office copies of returns of sanctions to estimates ...	
69	Office copies of estimates of sanctioned works ...	
70	Office copies of completion reports	

No. 2293-4—E. A. G. 166, DATED 23RD MAY 1918.

Serial No.	Description of Record	Remarks
71	Correspondence regarding complaints of contractors for payment and civil suits brought against Government	Three years after complaints or suits have been decided and payments made.
72	Correspondence regardiog payment of claims to the heirs of deceased officers and contractors ...	
73	Correspondence regarding loss of cash chest, money, etc., by theft	
74	Correspondence regarding advance to members of establishment for construction of buildings ...	Three years after the advance has been fully recovered.
75	Correspondence regarding schedule of rates and data for different sorts of sub-head of works ...	
76	Files of repair estimates	
77	Administration or capital and revenue accounts of irrigation works, residential buildings, water-supply works, etc.	
78	Registers of liabilities	
79	Registers showing progress in check and payment of bills	
80	Office attendance registers	
81	Contractors' order books	One year after completion.
82	Advice of transfer and acceptance of transfer books ...	One year after completion of work and closing of accounts thereof.
83	Postage account books	
84	General number books	
85	Delivery books	
86	Tappal books	
87	Appropriations and re-appropriations and registers connected with them	
88	Counterfoils of telegram books	
89	Counterfoils of write back orders	
90	Orders affecting transfers and relief of officers ...	
91	Returns of changes in establishment	
92	Disallowance lists of salary, travelling allowance and contingent bills	
93	Unanswered reference and arrear lists	
94	Price lists of firms	
95	Indents for postage labels	
96	Indents from officers for supply of stores and materials.	
97	Indents and invoices for stationery, forms and measurement books	
98	Workshop warrants or invoices of articles sent ...	
99	Sanctions to purchase, sale, transfer, loan, writing off and disposal of stock, tools and plant, tent and work materials	
100	Sanctions to reserve stock limits	
101	Tenders	The accepted tender to be destroyed one year after the settlement of the tender's accounts.
102	Memo of cash remittances	
103	Last pay certificates	
104	Transfer reports of Sub-Divisional Officers ...	
105	Applications for appointments and leave	
106	Unimportant petitions finally disposed of ...	
107	Copies of reminders	

No. 2293-4—E. A. G. 166, DATED 23RD MAY 1918.

Serial No.	Description of Record	Remarks
108	Office copies of budgets	
109	Correspondence regarding overpayments and recovery thereof	Two years after recovery or writing off.
110	Correspondence regarding loss of measurement books.	One year after the lost book is written off the accounts.
111	Correspondence regarding attachment of salaries ...	One year after the decretal amounts have been paid.
112	Correspondence regarding flood damages and destruction of buildings and sheds by fire	One year after final orders have been passed.
113	Covering letters in connection with submission and acknowledgment of receipt of returns, vouchers, plans, estimates, books, work abstracts, journals, service books, personal registers, etc., and other papers of current nature not required for files and not likely to be otherwise useful ...	
	To be destroyed after other specified time.	
114	All periodical reports and returns	After they have been embodied in the registers. In cases where no registers are maintained, the returns will be retained for three successive periods preceding the latest one.
115	Codes of other departments	To be sold as waste paper on receipt of new editions.
116	Levelling and surveying books	To be destroyed when the work to which they belong is completed.
117	Correspondence regarding trial pits, soil, subsoil, borings, value of land, cross and longitudinal sections, site plans, etc., for preparation of plans and estimates for works, and correspondence regarding blasting and rock cutting, manufactures of bricks, chunam, etc., during the time of the execution of the work	To be destroyed, papers likely to be required being permanently retained.
118	Postal, Telegraph and Railway Guides	To be kept in the Library, and destroyed on receipt of new editions.
119	Service books	Books of officers dying while in service for three years and of retired officers for five years after sanction to their pension.
120	Correspondence regarding verification of service books, appointment, promotion, reversion, suspension, resignation, dismissal and pension	Same as service books.

N.B.—As regards the records not specifically detailed in this list, the officers concerned should use their discretion and deal with them under one or the other of the standard periods given above, according to their importance.